

# CANCELLATION OF ENROLMENT POLICY

---

## 1. Purpose

The purpose of this policy is to establish clear guidelines and procedures for the cancellation of enrolment for students at ET Australia Training College. This policy ensures transparency, fairness, and compliance with relevant regulations.

## 2. Scope

This policy applies to all students enrolled in programs offered by ET Australia Training College.

## 3. Cancellation of Enrolment Conditions

Enrolment may be cancelled under the following conditions:

- a. **Non-Payment:** If a student fails to pay tuition fees by the specified due date or does not adhere to an agreed-upon payment plan, their enrolment may be cancelled.
- b. **Breach of Student Code of Conduct:** Students are expected to adhere to the Student Code of Conduct outlined in the ET Australia Training College Student Handbook. Students who do not act in accordance with the Student Code of Conduct may have their enrolment cancelled.
- c. **Academic Non-Performance:** If a student consistently fails to progress and therefore fails to meet the academic requirements of the program as outlined in their individualised training plan may have their enrolment cancelled.
- d. **Non-Attendance:** Students are expected to attend classroom-based programs as per their timetable and trainees and self-paced learners are expected to attend scheduled visits with their Trainer / Assessor. Excessive absenteeism without valid reasons may result in the cancellation of enrolment.
- e. **Failure to maintain contact:** Students have a responsibility to maintain regular contact with their Trainer / Assessor whilst enrolled. Failure to respond to attempt contacts made by ET Australia staff may result in cancellation of enrolment.
- f. **Providing False Information:** If a student provides false or misleading information during the enrolment process, their enrolment may be cancelled.

## 4. Procedures for Cancellation of Enrolment

### 4.1. Notification:

- a. **Non-Payment:** Students with outstanding fees will be notified in writing of the impending cancellation, specifying the outstanding amount and the deadline for payment.
- b. **Other Grounds:** Students facing cancellation for reasons other than non-payment will be provided with written notice outlining the grounds for cancellation and a timeframe within which they may respond.

### 4.2. Response and Appeal:

- a. **Non-Payment:** Students facing cancellation for non-payment may appeal by demonstrating valid reasons for delayed payment.
- b. **Other Grounds:** Students facing cancellation for reasons other than non-payment may submit a written appeal, providing evidence or explanations to contest the decision.

### 4.3. Decision and Implementation:

- a. Non-Payment: If payment is not received within the specified timeframe, enrolment will be cancelled, and the student will be notified in writing.
- b. Other Grounds: After considering the student's response or appeal, a decision will be made. If the decision is to proceed with cancellation, the student will be notified in writing, including details of any further appeal processes.

### 5. Refund Policy

Where applicable, the refund of tuition fees for cancelled enrolments will be processed in accordance with the ET Australia Training College refund policy.

### 6. Record Keeping

All decisions and correspondence related to the cancellation of enrolment will be documented and kept in the student's file.

### 7. Review and Continuous Improvement

This policy and associated procedures will be reviewed regularly to ensure they remain current, effective, and compliant with relevant legislation and regulations.

This policy complies with Standards for RTOs 2015 Standard 5			
<i>Amendment</i>	<i>Date</i>	<i>Change</i>	<i>Associated Documents</i>
Revised policy	13/12/2024	Policy was re-written.	
<b>APPROVED BY:</b>	Training College Manager		<b>DATE:</b> 6 Feb 2024